

HEAT Program Outreach Worker

– St. George Office –

Seasonal Position

JOB DESCRIPTION:

Interview clients in their homes or senior centers to determine program eligibility; schedule appointments using computer program, prepare correspondence, pull down files, enter all applications into Seal Works program. Must be a self-starter, work well with the elderly and disabled and work quickly and accurately. Position is part-time and seasonal.

QUALIFICATIONS:

Must be a high school graduate; have two year's experience working in an office setting, have great phone, computer, and people skills, and be proficient in Microsoft Word and Excel.

WORKSITE ADDRESS:

Position will be located in St. George at 168 North 100 East Suite 255.

WAGE:

\$11.64 per hour with no benefits

WORK SCHEDULE:

Monday – Thursday (9 am to 5 pm). The position is Seasonal (October 19, 2015 thru April 30, 2016); program may end earlier if funds become exhausted).

INSTRUCTIONS:

Interested applicants should send application (found on website at www.fivecounty.utah.gov) to:

Jo Seegmiller / H.R. Director
Five County Association of Governments
P.O. Box 1550
St. George, UT 84771-1550
or send via email to jseegmiller@fivecounty.utah.gov

Applications are due by 5:00 p.m. on Wednesday, September 16, 2015.

The Five County Association of Governments is an Equal Opportunity Employer